



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

027

Date: June 27, 2012

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

**SUBJECT: CULTURAL AFFAIRS ASSISTANT, PUBLIC AFFAIRS
SECTION**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Cultural Affairs Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-08, FP-6* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: TEMPORARY**

OFFICE LOCATION: Public Affairs Section/PAS

OPENING DATE: o/a September 2012

EMPLOYMENT LENGTH: September 2012 – May2013

DEADLINE: July 11, 2012 at 6 P.M. Kyiv Time

*FP -6 is subject for confirmation with Washington.

** Maximum length of temporary employment is 12 months.

IMPORTANT NOTE: ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Assists the FSA coordinator in administering grant programs in the Public Affairs Office (PAS) of Embassy Kiev including the Democracy Grant program and the Media Development Program. Responsibilities include the development, execution and evaluation of the grant programs and individual grants. As a member of the PAS grants team, manages a current year program budget of \$1,000,000, and open grants from prior year budgets totaling over \$1,000,000. Incumbent follows and reports to the Grants Coordinator, the CAO, the PAO and the Embassy Grants Commission on developments and relevant legislation in Ukraine in one or more of the following areas: media freedoms, human rights, trafficking in persons, gender issues, legal reform, rule of law, election systems, civil society development, minority and ethnic relations, Euro-Atlantic integration, government transparency and anti-corruption measures.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for monitoring and accessing the working environment for civil society in Ukraine as it relates to economic reforms, anti-corruption and tax issues on both the national and regional levels. This includes the political, legal and regulatory environment as well as financial issues or developments that can affect these fields. Also responsible for keeping abreast of international donor activity as it relates to these fields, maintaining working level contacts with the donor and NGO communities who work with these areas and ascertaining the attributes of successful projects. Advises the Grants Coordinator, the CAO, the PAO and the Embassy Grant Commission on these issues and develops and suggests programmatic strategy based on current developments to support the further development in these areas. Based on this, develops competition strategies, appropriate parameters, selection criteria, promotion/publicity strategy and evaluation criteria.

20%

- Reviews and accesses incoming project proposals. Decides, based on established program criteria, those proposals which merit further consideration and evaluation by the Embassy Grants Commission, which proposals should be re-formulated and those which do not qualify for the program. As needed, incumbent also serves as a guest expert on other donor's proposal evaluation committees. Develops semi-finalist proposals into successful proposals by consulting with the proposing organization to better orient the proposal and revise initial budget if needed. Drafts summary documents and prepares the project for submission to the Embassy Grants Commission and Washington bureau for approval. Negotiates grant budgets. Works closely with prospective and current grantees on budget development including project budget analysis, negotiation, and payment schedules. For approved project, prepares grant document and required financial documentation and ensures that grant documents reflect the final negotiated budget and payment schedule including specific project requirements that better ensure USG funds are expended appropriately. Manages and monitors projects by site visit and communication with grantees and reports on project implementation and/or progress. Incumbent determines when grant amendments are needed and authorizes adjustments of up to 10% between budget line items as

appropriate. Incumbent keeps accurate records regarding grant disbursements, reviews and approves technical reports and budget expenditures and documentation for expenditures.

60%

- Maintains a database of grant proposals and funded projects and ensures accuracy and program relevance. Incumbent maintains and ensures that grant files and documents are accurate and current and ensures complete documentation is kept including reports, financial documents and correspondence. Responsibilities also include maintaining a calendar of project activities and posting the calendar to the shared drive for all Embassy users. Assists with travel preparations and interpretation for Grants Coordinator and others as needed. Prepares written reports on project achievements (success stories) for internal Embassy use and for the EUR/PD and EUR/ACE Washington bureau offices. Publicizes the grant programs as appropriate to the Embassy, USG agencies at post and to the public. This includes individual consultations, presentations to groups and press conferences. Attends conferences and meetings as appropriate. Maintains the PAS grants program web site and ensures current information is posted.

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REQUIRED QUALIFICATIONS:

EDUCATION:

- B.A. degree or equivalent in any humanitarian field is required.

WORK EXPERIENCE:

- Three years of assistant level experience in management and administration, preferably with donor organizations, is required.

LANGUAGE:

- Level 4 in English, Russian and Ukrainian (fluent) is required.

KNOWLEDGE:

- Strong candidates will have a thorough understanding of Ukrainian political environment and an understanding of the working environment for civil society in Ukraine as it relates to economic reforms, anti-corruption and tax issues on both the national and regional levels. This includes the political, legal and regulatory environment as well as financial issues or developments that can affect these fields. S/he should also be familiar with the activities and goals of the various international donors active in Ukraine. S/he should be knowledgeable about USG objectives in Ukraine, the goals of the Democracy Grant Program, Media Development Fund and other PAS programs.

SKILLS AND ABILITIES:

➤ Ability to design and draft program documents in English and Ukrainian as well as ability to make public presentations and work well with a wide variety of American and Ukrainian contacts. Must be well organized and systematic, able to work with computer word processing and database systems such as ACCESS and EXCEL.

APPLICATION AND SELECTION PROCESS:

Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by **COB July 11, 2012**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a probationary period are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: KSchultz- PAS (by e-mail)